

23 Oct 1969

A G E N D A

1. Charter (mission and functions) Building Planning Staff
- *2. Background; including Agency Domestic Real Estate Report and the Report on Agency Space Utilization in the Metropolitan Washington Area
- *3. Building Planning Structure
- *4. BPS Officers and areas of responsibility
5. Tentative time schedule
6. Current status of planning
 - a. Meetings with Deputy Directors and directly involved component chiefs
 - b. Mapping - metes and bounds, working scales, topographical utilities and transportation
 - c. Security and communication - phones, SIDES, CCTV, etc.
 - d. Architecture - buildings and parking, BPR space or not and effect
 - e. Cost and savings
 - *f. Categories of space, standards and reporting procedures (in Computer Run on Agency Metropolitan Space - CRAMS) need broad adjustments and later redefinitions and details for submission to architect and development of a directive